

# STUDENT/PARENT HANDBOOK

## Non-Discriminatory Policy of Schools in the Archdiocese of New York

*Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all people, as rooted in the fatherhood of God, the universality of Christ's love, and the supernatural destiny of every person.*

*Thus, with discrimination so repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, scholarship and loan programs, athletic and other school-administered programs.*

*This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York, whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or religious communities within the Archdiocese.*

## Saint Gabriel School Philosophy

*Saint Gabriel School reflects the interdependent and interwoven community of students, parents, teachers, administrators, and priests dedicated to the value of Catholic education.*

*The appreciation of, and the common belief in, our Catholic faith help to direct and to support the purpose and goal of all our undertakings at Saint Gabriel School.*

*As persons working together in this faith community, we formulate the following goals and objectives:*

- \* to make known to students the Person and message of Christ by fostering a love of prayer and worship, especially in the fulfillment of the opportunity and obligation of assisting at Mass each Sunday and Holy Day of Obligation*
- \* to create and maintain within the school a spirit of respect, understanding, and love*
- \* to promote a sense of all Christian values as taught by the Catholic Church*
- \* to develop instructional programs that are challenging, relevant, and contemporary*
- \* to assist students in acquiring a sense of responsibility to the school, parish, and community in which they live*
- \* to give students a sense of their personal worth*
- \* to foster an atmosphere of calm in the school, an ordered environment which helps to focus on learning and on the self-discipline required to achieve academic and emotional growth*

*Through communication, the pastor and parish priests, administrators, faculty, staff, and parents enter into a partnership which lends support and encouragement to the important task of educating the whole child.*

## **SUMMARY STATEMENT**

*Once students have met the necessary admission requirements and have been accepted in Saint Gabriel School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Saint Gabriel School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.*

*In order to protect its standards of scholarship, discipline and character, Saint Gabriel School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.*

*Students attending Saint Gabriel School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Saint Gabriel School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.*

*Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Saint Gabriel School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.*

*While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.*

*There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.*

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## **Accidents**

Student accident insurance is included in the general fees. In the event of an accident at school, parents may obtain a claim form from the main office. Please note that school accident insurance is usually secondary to the parent's own medical insurance coverage.

## **Admission Policy/Application/Registration/Re-registration**

Admission to Saint Gabriel School begins with an application for registration and payment of a non-refundable application fee. The application is to be accompanied by birth and baptismal certificates, immunization history, and parish support statement (if applying for in-parish tuition rate).

Saint Gabriel School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

Present students will be invited to re-register for the following school year if they are in academic, behavioral, and financial good standing.

## **Asbestos Notification**

The school is inspected twice a year by a licensed examiner through the Building Commission of the Archdiocese of New York. If there is ever a violation or a condition needing attention all parents would be immediately notified.

## **Attendance**

Parents must phone the school office (548-0444) before 8:30 AM each day that their child is absent.

A child may leave school only if accompanied by an authorized adult. Dismissal is made only to a parent or legal guardian. If a relative, friend, or care giver will be picking up the student, we must receive written permission. This may be done either on a one time basis with a letter, or by filling out the permission form listing authorized persons (including classmates' parents) to cover the entire year. Additions or deletions to this list must be submitted in writing to your child's teacher.

If you are going to be late picking up your child, please call the school office to avoid unnecessary anxiety on your child's part.

## **Change of Address/Telephone Number**

Any change of address/telephone number (home, business, and emergency contact) must be reported to the office as soon as possible. This information is vital for the purposes of mailing and/or emergency.

## **Child Abuse Laws**

Under Section 423 of the Child Protective Services Act of the State of New York, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather it is the judgment by the school that the child may be presenting signs of abuse or neglect.

If a teacher or school nurse suspects abuse or neglect, he/she must immediately confer with the principal to discuss the aspects of the abuse. The principal will assist the teacher in reporting the alleged abuse to the proper agency.

## Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special events notices, school calendars, etc.

**It is the responsibility of the custodial parents to supply the school with a copy of all current court orders which affect the child during school hours.**

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special events notices, school calendars, etc. Such parents may be asked to supply the school with self-addressed stamped envelopes for convenience and expediency.

## Communication

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience.

The principal and the teachers welcome opportunities to discuss matters of concern with parents. However, an appointment should be confirmed beforehand. Out of respect for privacy, members of the administration, faculty, and staff should never be phoned at home.

Parents are never allowed to go directly to the classroom while classes are in session. To maintain the safety and security of the building, all parents and visitors must enter and leave by the main office. All messages to teachers and students should be communicated through the school secretary.

In Pre-K, written communications including formal notices between school and parents and special notes from the Pre-K teachers are given to the parent or care giver at dismissal or placed in tote bags. Parents should check tote bags each day for such communication.

A yearly calendar of significant dates and events is sent home in September. An expanded calendar of activities is sent home monthly. Please check the monthly calendar for any changes to the yearly calendar which might be warranted because of weather or other emergencies.

## Crisis Plan

Should a crisis require evacuation from the Saint Gabriel School building, arrangements have been made to bring students to a safe location at either Walsh Hall, The Atria or Kinneret School. It is essential, therefore, that your emergency information be kept up to date.

For further information concerning the crisis, parents can refer to the following:

Radio Station	On the Dial	On the Internet
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>
WSKQ	97.9 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>

## Curriculum

Our curriculum reflects the philosophy of the school and its Catholic identity. It provides an adequate and meaningful foundation in the academic field for each student and develops a basic understanding of self in relation to God and to the world. Catholic values and morals are integrated in all appropriate areas.

## Daily Schedule

Pre-K 3: Tuesday and Thursday 8:15-11:15 AM

Pre-K 4: Monday, Wednesday, and Friday 8:15-11:15 AM

Plan to arrive at school between 8:10 and 8:15 AM. We are not prepared for early arrivals.

**It is important that children be prompt for school.** Chronic lateness may interfere with a child's ability to enter into activities comfortably.

Entry is through the West 235th Street door. Adults are expected to accompany children to the classroom.

Dismissal is from the church terrace door.

## Delayed Openings

On occasion a delayed opening of school may take place when school is open but weather conditions make transportation difficult. Parents will be notified of a delayed opening by phone.

## Dress Code

Pre-K children do not wear uniforms and, except for special occasions, should wear comfortable play clothes with sneakers or rubber-soled shoes. Sandal-type or backless shoes are not appropriate. Since hairstyles differ so much in our times, we ask the parents to cooperate with the school so that a reasonable policy can be maintained. Boys' hair should not descend below the top of the shirt collar, and should be neat and presentable according to its style in the judgment of the principal. Girls' hair should be neat and presentable according to its style in the judgment of the principal. Bangs should not be so long that they impede vision.

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents will be made by the principal.

## Electronic Devices

The use of any and all electronic devices such as cameras, cell phones, beepers, I-pods™, hand-held and other electronic devices which may disrupt the class are prohibited during the school day.

## Emergencies

In case of an emergency the school will notify the parents. If a parent cannot be contacted, one of the persons on the emergency form will be notified.

### ***Snow Day/ Emergency Closing***

The New York City Catholic Schools follow the New York City Public Schools for school closure due to weather conditions or emergency situations. Please listen to the radio or television for

information about school closing due to these circumstances. Please do **not** phone the school, because if the weather is that bad, no one will be in the office to take your call.

In cases where there is a local decision to close the school, parents will be notified by phone.

## Field Trips

Field trips are encouraged to help broaden the student's experiences and to enrich the learning that takes place in the classroom. While on field trips students are expected to behave with the same courtesy and respect required in school.

Field trips are taken at the teacher's discretion. Parents sign the official permission form prepared by the Archdiocese of New York. (see **Appendix**) This signed form and the required fees must be brought in by the assigned date. Any student who does not have a signed permission form will not be allowed to participate in the field trip. **Verbal or faxed permission cannot be accepted.**

## Financial Policy

The parish has contracted with **Hudson Valley Bank** for the collection of tuition. Each family will receive a payment book with coupons which are to be submitted with payment. A fee of \$15.00 is charged if payment is late. The fee for a bounced check is \$25.00. All fees owed after May 15<sup>th</sup> must be paid by money order.

The General fee, Registration fee, Snack fee, and Parent-of-the-day Substitute Security fee are paid directly to the school at registration time.

In September, admission to school is dependent on tuition payments having been made. Children whose tuition remains in arrears will not be allowed to attend class until tuition is up-to-date. In June, no child in Pre-K will participate in end-of-the-year activities if tuition or Parish Support is owed.

It is the parents' responsibility to contact the principal or the pastor if they feel there is a valid reason why tuition has not been paid. In some cases the parents may be asked to remove the child from the school.

Families who are registered parishioners (for at least one year prior to admission) and who have contributed \$500.00 to the Sunday collections *for the previous calendar year* are entitled to apply for the in-parish tuition rate. All others pay the out-of-parish rate. Each year there will be a review of Parish Support payments. Families who have not contributed the minimum Parish Support will no longer be eligible for the parishioner rate and will be assigned a new tuition rate for non-participating families.

## Fire Drills/Emergency Evacuations

A fire drill is a serious event and requires proper conduct. All rules applying to fire drills must be strictly adhered to. Students are not permitted to run or talk during a drill. Since the school is mandated to conduct several drills during the year, some will be held during the colder weather.

## Fund Raising Activities

All school families participate in one mandatory fund raiser, the Calendar Raffle, which is included in the yearly fees.

Participation in other school and parish fund raising activities, while optional, is encouraged in order to help defray some of the operating costs and to help provide the school children with additional equipment and activities.

## **Harassment**

Saint Gabriel School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Harassment of any type is not tolerated.

## **Head Lice**

All children will be checked for head lice on the first day of school by members of the Health Committee. If a child is found to have nits, eggs, or lice, the parent will be contacted and asked to take the child home. The school will provide the necessary information for proper treatment of the condition. Once the problem has been taken care of, the parent should call the office for an appointment for an examination. The parent must then accompany the child to school. Children will not be readmitted to class until they pass the head check. Children will be checked periodically throughout the school year if a situation warrants it.

## **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or is unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

## **Home School Association**

The objectives of the HSA are:

- to promote a clearer understanding of the mutual educational responsibilities of parents and teachers, and to encourage cooperation between home and school in the fulfillment of these responsibilities
- to develop programs which will aid the parents in playing a more active role in their primary responsibility for the overall education of their children
- to try to correct community conditions that adversely affect the children's welfare and behavior
- to support the school and its programs financially through fund-raising activities

The yearly membership fee of the HSA is included in the General fee. All parents are encouraged to support the HSA by serving on one of its committees which are headed by the HSA Executive Board members.

The principal is the liaison with the HSA Executive Board and is the person who will approve all school-related activities. The HSA does not function in an administrative or supervisory capacity.

## **Illness**

Children with fever, vomiting, diarrhea, hacking coughs or contagious conditions such as pink eye, should not be in school. They should remain at home for a full 24 hours after symptoms have ended. Their energy level and appetite should be close to normal when they return to school. A note stating the reason and dates of the absence must be presented upon the child's return to school.

## **Immunization (see Appendix)**

***Students are required to have all inoculations as suggested by the New York City Department of Health before admission to the school.***

## **Medication**

If a student needs to take medication (either prescribed or OTC), the appropriate form must be completed by the parent and the physician (see **Appendix**). No one in the school is allowed to administer the medication. The principal or principal's delegate will supervise the student who has written permission to self-medicate.

## **Parents as Partners**

Just as the parents look to the school to provide the facilities and the trained personnel which are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration of the rights and property of others, and the standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, and report cards; supervising home study; and reinforcing school policies
- explaining and reviewing periodically the school behavior code with their child and discussing school disciplinary consequences in relation to the school behavior code
- recognizing their child's talents and interests so that they may be developed in cooperation with the classroom teachers
- seeing that the dress code is adhered to, and insisting that their child dress modestly according to Christian virtue
- insisting on their child's regular school attendance and punctuality and by complying with attendance rules and procedures
- making tuition and fee payments on time, and participating in fund-raising activities
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics and on the Internet.

- teaching their child respect for law, for authority, for the rights of other, and for public and private property
- not tolerating cheating in any circumstance
- arranging for a time and place for their child to complete homework assignments
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling
- attending all Parent-Teacher Conferences and Home School Association meetings
- always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

## Parent/Teacher Conferences

For Pre-K 3, conferences may be scheduled as needed.

For Pre-K 4, individual conferences with each family will be scheduled at the end of January and June. This will provide an opportunity to discuss your child's progress and address any concerns you may have. The Pre-K teachers are more than happy to speak with you before then if the need arises.

Brief conversations are possible a minute or two before class starts, but it is best to send in a note requesting a conference before or after school. An appointment will then be scheduled.

## Parking Lot

Cars *entering* the parking lot should proceed slowly down the 235th Street ramp. **The parking lot is closed to traffic from 7:50-8:00 AM and 2:30-3:00 PM for the safety of the children, that is, cars may not enter or exit the parking lot between those times.**

Cars *exit* the parking lot through the Netherland Avenue gate.

During school hours, the parking area is reserved for teachers and for those in attendance at Church. Parents who are in the school building may use the parking area. Other than for teachers, no cars are allowed to be parked all day.

The Rectory parking lot is reserved for the clergy. It is never to be used by parents, even if attending a meeting in Walsh Hall.

## Pesticides

Saint Gabriel School does not use any pesticides which require notification of all students, parents and/or guardians, faculty and staff. Should a situation develop which demands an application of a non-excluded pesticide, at least forty-eight hours written notice would be provided, as mandated by State law and regulation.

## Preschool Program

Children of 3 or 4 years of age are accepted into Saint Gabriel Preschool Program. The program is a cooperative undertaking between the school and the parents. Parents are directly involved with the students by serving as "parent-of-the-day" several times during the school year. Responsible adult care givers or paid substitutes may fulfill this obligation when necessary. The "parent-of-the-day" must arrive at 8:00 AM on the scheduled days. Please call the school office in the case of any unexpected delay. As a courtesy to the paid substitutes, please call them as early as possible when you need their services. It is your responsibility to

obtain these services or make a switch with another parent. Please inform the teacher if any changes have been made to the “parent-of-the day” schedule.

## **Registration/Re-Registration Policy (see Admission)**

### **Release of Students During the School Day**

The school maintains a sign-out book located in the main office. Occasions for the use of the sign-out book are:

- in the event of a student illness when the student is released to a parent, guardian, or authorized adult, that adult must sign the book
- for a prearranged appointment when the student is released to a parent, guardian, or authorized adult, that adult must sign the book

### **Religious Development**

Intrinsic to Catholic education are the imparting of the knowledge of our faith and fostering a love of prayer and worship. Of special importance is the fulfillment of attending Mass each Sunday and Holy Day of Obligation.

While the school accepts the privilege and the responsibility of teaching and training the students in the practice of our faith, the school depends on the example of the parents as primary educators of their children.

### **School Calendar**

A yearly calendar is distributed to all families in June of the previous academic year and again on the first day of school. Parents should consult the school's monthly calendars for revisions, additions, and clarifications to the yearly calendar.

School monthly calendars are sent to parents at the beginning of each month in the Brown Envelope. The dates for class Masses, parent meetings, sacramental preparation activities, and special events are included on the monthly calendar.

### **School Yard**

Students, parents, and their guests must abide by the rules posted in the school yard regarding its use. The use of chalk, a mild form of graffiti, is not permitted. Throwing snowballs is a violation of conduct code and is never permitted. Those using the school yard are not permitted to re-enter the school building after dismissal to use the restrooms.

### **Security**

To assure the security of the building and the safety of each child, Saint Gabriel School strongly enforces the policy of requiring all visitors, even parents, to report to the main office. To avoid interruption of the learning process, no one may enter a classroom without the permission of the office.

## **Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## **Sexual Harassment (see Harassment)**

## **Smoking**

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited in the Saint Gabriel School building, in its parking lot and school yard. This prohibition applies to faculty, staff, parents, and visitors to the school.

## **Snow Day/Emergency Closings (see Emergencies)**

## **Special Learning Needs**

Students with learning differences are children of God and members of the Church. Saint Gabriel School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him/her to benefit fully from the program. In those cases, the child's teacher and/or principal may schedule a meeting with the parents to discuss having an evaluation of the child's learning needs. Such evaluations can be done through the local public school district, i.e. Committees on Special Education (CSE), or privately. After the evaluation, the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## **Transfers**

Parents should notify the school as soon as possible of a student's impending transfer or withdrawal.

## **Tuition Policy (see Financial Policy)**

## **Volunteer Programs**

Parents who are interested in volunteering are welcome to help in various school-related activities sponsored by the HSA. Information is given at the beginning of the school year and throughout the school year as needed.

## **Changes to the Handbook**

If circumstances arise, this handbook may be amended. If amended, parents will receive appropriate notification.

# **APPENDIX**

SAINT GABRIEL SCHOOL

590 West 235<sup>th</sup> Street  
Bronx, NY 10463-1647

718-548-0444  
fax 718-796-2638

[www.stgabrielsinthebronx.org](http://www.stgabrielsinthebronx.org)

***PARENTAL REQUEST FOR CHILD'S PARTICIPATION IN A SCHOOL SPONSORED  
FIELD TRIP***

Date \_\_\_\_\_

Dear Principal,

Please allow my child \_\_\_\_\_ of class \_\_\_\_\_

to attend the field trip to \_\_\_\_\_ which will  
be held on \_\_\_\_\_. Transportation to and from the above  
destination will be by \_\_\_\_\_.

I understand that my child will leave the school at \_\_\_\_\_ and  
return by \_\_\_\_\_.

I understand that the school authorities will take reasonable precautions against accident,  
personal injury, and loss of, or damage to, property while going to, from, and at the site of the  
trip, but they or the Archdiocese of New York are not assuming any legal liability for any such  
occurrence except any liability based on their failure to take such reasonable precautions.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Telephone

7/09

***Immunization Requirements 2009***



## ***Medication Authorization***